

ASSIGNMENT 3

textbook Assignment: "Organization and Administration," chapter 2--continued, pages 2-24 through 2-25; "Supervision and Training," chapter 3, pages 3-14 through 3-21; and "Quality Assurance," chapter 6, pages 6--1 through 6-11.

QUESTIONS 3-1 THROUGH 3-7 PERTAIN TO CHAPTER 2.

3-1. Fundamentally, current rather than voltage is the criterion of shock intensity. Which of the following dc current levels can cause muscular inhibition?

1. 15-80 mA
2. 21-40 mA
3. 80-160 mA
4. 160-300 mA

3-2. Which of the following levels of ac current are usually fatal?

1. 4-21 mA
2. 21-40 mA
3. 40-100 mA
4. Over 100 mA

3-3. Under unfavorable conditions, the resistance of the human body can decrease to what level?

1. 30 ohms
2. 300 ohms
3. 3,000 ohms
4. 30,000 ohms

3-4. You are in a situation where your body resistance is low, and the path from a point where you touch a radar bias-supply voltage of +30 volts is through your body. Which of the following results can you expect?

1. Only surprise
2. Surprise and reflex action
3. Muscular inhibition
4. Fatality

3-5. Which of the following publications provide(s) safety information, rules, and regulations?

1. Electronic Installation Maintenance Book-General
2. Naval Ship's Technical Manual.- Chapter 400
3. OPNAV 5100.19, Navy Safety Precautions for Forces Afloat
4. All of the above

3-6. Security of classified information should become a natural element of every task and not an additionally imposed burden.

1. True
2. False

3-7. What is the publication number of the Navy Information and Personnel Security Program Regulation?

1. OPNAV 5100.19
2. OPNAV 5510.1
3. OPNAV 4790.4
4. OPNAV 5310.19

QUESTIONS 3-8 THROUGH 3-50 PERTAIN TO CHAPTER 3.

3-8. Which of the following schools are considered formal off-ship/shop training?

1. Navy Class A and C schools
2. Factory schools
3. MOTU schools
4. All of the above

- 3-9. What type of formal training is usually more expensive to the government but is often the only source of training available?
1. Factory schools
 2. Navy class "A" schools
 3. Navy class "C" schools
 4. MOTU schools
- 3-10. MOTU scheduled classes are normally announced by which of the following means?
1. By formal letter to the commanding officer on a monthly or quarterly basis
 2. By formal letter to the commanding officer annually
 3. By message to all local units on a monthly or quarterly basis, depending on the location of the MOTU
 4. By message to all units on a monthly basis
- 3-11. Which of the following publications lists all formal courses of instruction offered to naval personnel?
1. NAVEDTRA 10500 (CANTRAC)
 2. NAVEDTRA 10052 (Bib. for Advancement Study)
 3. NAVEDTRA 10061 (List of Training Manuals and Correspondence Courses)
- 3-12. The CANTRAC provides which of the following information?
1. Names of instructors
 2. Convening frequency of courses
 3. College point equivalents
 4. Textbooks required
- 3-13. Which of the following is a characteristic of OJT?
1. It is the most time consuming
 2. It requires the greatest amount of advanced planning
 3. It can be used almost any time a supervisor desires
- 3-14. Which of the following is a typical skill level of an ET just reporting aboard a ship from a "C" school?
1. Knows the fundamental theory and has the skills required to perform any maintenance on electronic equipment
 2. Knows the advanced theory and has the skills required to perform the minimum maintenance on electronic equipment
 3. Knows the advanced theory and has the skills required to perform any maintenance on digital data equipment
 4. Knows the fundamental theory and has the skills required to perform the minimum maintenance on electronic equipment
- 3-15. Which of the following methods of training can be used to train newly reported ET personnel?
1. On-the-job training (OJT)
 2. Personnel Qualification Standards (PQS)
 3. Formal shipboard training
 4. All of the above
- 3-16. Which of the following procedures should be carried out by a shop supervisor to maintain a successful PQS program?
1. Effectively monitor individual qualification progress
 2. Establish realistic individual qualification goals and time limits
 3. Establish a program to prepare work group supervisors as PQS qualifiers
 4. All of the above

- 3-17. Which of the following factors is most important in the planning of a formal shipboard training program?
1. The adequacy of spaces available for a classroom
 2. A time slot for the class that is convenient for the instructor
 3. The availability of training aids
 4. The availability of a SITE system
- 3-18. Lesson plans that are deemed inadequate by the instructor can be used until new lesson plans can be developed.
1. True
 2. False
- 3-19. If the instructor is not familiar with the subject material, he can usually fake his way through the lesson.
1. True
 2. False
- 3-20. Formal class presentations should be scheduled as early in the day as possible because people will be rested and in a more receptive mood than later in the day.
1. True
 2. False
- 3-21. ET1 Ward always keeps her training sessions short and schedules them over three or four days each week. This is desirable because the technical nature of the material covered can cause her class to lose interest if the classes are too long.
1. True
 2. False
- 3-22. Which of the following is NOT a requirement of a suitable classroom aboard ship?
1. Is it well-lighted
 2. Is it free from outside noise
 3. Is it near a head
 4. Is it comfortable
- 3-23. Which of the following tests is best adapted to measuring a skill that has been taught during a formal classroom presentation?
1. Placement
 2. Aptitude
 3. Written
 4. Performance
- 3-24. To prevent negating the effort that you put into preparing for a training session, you should avoid which of the following pitfalls?
1. Developing any distracting mannerisms
 2. Talking during a loud burst of background noise
 3. Talking down to a class
 4. All of the above
- 3-25. Which of the following actions will usually help make a class presentation more interesting?
1. Talking in a monotone voice
 2. Jangling coins in your pockets
 3. Tossing in a comment on a personal experience
 4. Explaining each point at least twice
- 3-26. Which of the following publications discusses the quarterly forecast, weekly schedules, and various personnel and group training records that must be kept?
1. OPNAVINST 3120.32
 2. NAVPERS 18068
 3. NAVEDTRA 10500
 4. NAVEDTRA 10061

- 3-27. When you are trying to locate training films, which of the following entities can be a good source for listings of available training films?
1. Support activities
 2. Audiovisual centers
 3. Your activity's ESO
 4. All of the above
- 3-28. Which of the following is the best justification for having a record of training?
1. It provides continuity to the training program by indicating what training is to be scheduled
 2. It provides continuity to the training program by indicating what training has been accomplished
 3. It provides careful attention to the training program by indicating what training is to be scheduled
 4. It is required by your division officer
- 3-29. Which of the following are governing elements to be used to determine the ship's schedule for training?
1. Operating schedule and availability of training aids
 2. Assigned overhauls or availabilities and operations schedule
 3. Holiday leave periods and assigned overhauls
 4. Availability of instructors, and holiday leave periods
- 3-30. Which of the following publications contains information of major importance needed to ensure that overall training coordination and planning are effective?
1. The operating schedule
 2. The training cycle
 3. The long-range training plan
 4. The PQS
- 3-31. To develop the weekly training, you should first look at which of the following documents?
1. The operating schedule
 2. The availability schedule
 3. The EDVR
 4. The long-range training plan
- 3-32. What information is provided by the training officer's quarterly forecast of all-hands evolutions?
1. Estimate of the number of normal working hours required to carry out evolutions involving participation by all hands
 2. Number of hours that are available to accomplish individual division activities
 3. Estimate of number of normal work hours required for individual training
 4. Both 1 and 2 above
- 3-33. How many hours per person make up the normal work week used as a basis for the quarterly forecast of all-hands evolutions?
1. 30 hours: 6 hours per day for 5 days
 2. 35 hours: 7 hours per day for 5 days
 3. 40 hours: 8 hours per day for 5 days
 4. 49 hours: 7 hours per day for 7 days
- 3-34. During a certain week when your ship is in training for deployment, your training officer has reserved 10 crew-hours for training. How many hours will be available for division activities?
1. 20
 2. 25
 3. 30
 4. 39

- 3-35. The Division Quarterly Forecast of Activity will show how the time available for division activities during the quarter is to be divided among which of the following requirements?
1. Training
 2. Watch standing and training
 3. Lessons and routine operations only
 4. Watch standing, lessons and drills, and routine operations
- 3-36. The use of the Division Quarterly Forecast is mandatory for all divisions, regardless of ship type.
1. True
 2. False
- 3-37. The use of the Division Quarterly Forecast is most helpful in the control of large groups of personnel participating in diversified activities.
1. True
 2. False
- 3-38. Which of the following is a good rule of thumb to use in determining time allotments for the Division Quarterly Forecast?
1. 70% for maintenance; 30% for training
 2. 30% for maintenance; 70% for training
 3. 60% for training; 40% for maintenance
 4. 50% for training; 50% for maintenance
- 3-39. The preparation of the quarterly training schedule requires which of the following characteristics or actions to accomplish individual and team training?
1. Common sense
 2. Extensive planning and record keeping
 3. Careful planning and imagination
- 3-40. Who is/are responsible for maintaining the division's quarterly training?
1. Department head
 2. EMO/division officer
 3. Leading petty officer
 4. Work center/group supervisors
- 3-41. A definite training schedule is needed to ensure that each of the ship's ET drills and exercises is taught at least how often?
1. Annually
 2. Once per deployment
 3. Quarterly
 4. Monthly
- 3-42. To prepare the weekly training schedule, the training petty officers should consult which of the following documents?
1. The EDVR
 2. The quarterly training schedule
 3. The quarterly forecast
 4. The division forecast of activity
- 3-43. Which of the following items for training should be used to make up the weekly training schedule?
1. Training items previously scheduled that were not accomplished
 2. Training items scheduled by the quarterly training schedule
 3. Pertinent information listed on the long-range training schedule
 4. All of the above
- 3-44. Who is responsible for approving the weekly training schedule?
1. Leading petty officer
 2. Division officer/EMO
 3. Training officer
 4. Department head

- 3-45. Which of the following categories of training, if any, should be used for making up the weekly schedule?
1. Military, all-hands, and professional
 2. Industrial, military, and all-hands
 3. Safety, leadership, and all-hands
 4. None of the above
- 3-46. Which of the following categories of training applies to training for personnel in a specific rating group?
1. All-hands
 2. Military
 3. Professional
 4. Industrial
- 3-47. Which of the following categories of training applies to the "know your ship" type of training information, regardless of rate or rating?
1. All-hands
 2. Military
 3. Professional
 4. Industrial
- 3-48. Which of the following general record forms is used to maintain records of training?
1. Type I
 2. Type II
 3. Type III
 4. Type IV
- 3-49. Which of the following general record forms is used for scheduling instructional periods, and has spaces for each day of the year on the reverse side of the form?
1. Type I
 2. Type II
 3. Type III
 4. Type IV
- 3-50. Which of the following general record forms is useful in preparing the long-range training schedule and the quarterly and divisional forecasts?
1. Type I
 2. Type II
 3. Type III
 4. Type IV
- QUESTIONS 3-51 THROUGH 3-58 PERTAIN TO CHAPTER 6.
- 3-51. Alternate SQCIs do not need to have the same degree of qualifications and will not be given the same responsibilities as normally assigned SQCIs.
1. True
 2. False
- 3-52. Which of the following terms is defined as a management function that attempts to eliminate defective products?
1. Quality assurance
 2. Quality control
 3. Audit
 4. Controlled material
- 3-53. SUBSAFE requirements are split into how many categories?
1. Five
 2. Two
 3. Three
 4. Four
- 3-54. The QA manual for each TYCOM sets forth which of the following requirements?
1. Maximum QA requirements
 2. Specific QA requirements for ships
 3. Specific QA requirements for shore activities
 4. Minimum QA requirements

3-55. The instructions contained in the QA manual apply to what organizations?

1. Shore activities only
2. Combat ships only
3. Every ship and activity of the force
4. Repair ships only

3-56. What term is defined as a certain level of confidence required in the reliability of repairs made?

1. Level of assurance
2. Level of control
3. Level of essentiality
4. Level of reliability

3-57. Which of the following programs provides maintenance personnel with information and guidance necessary to administer a uniform policy of maintenance and repair?

1. 3-M
2. QA
3. IEM
4. COSAL

3-58. Which of the following is one of the main goals of the QA program?

1. To ensure every repair of any field equipment is documented
2. To decrease the time between equipment failures
3. To ensure the safety of personnel while they work on SUBSAFE items only
4. To protect personnel from hazardous conditions